

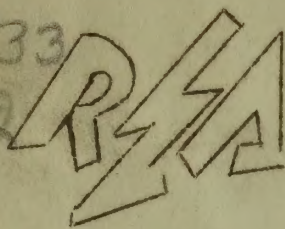
U.S. Rural electrification administration.

REA electro-economy show for annual meetings of REA cooperatives. The cooperatives' part.

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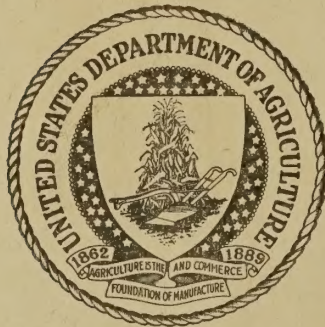
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ANNUAL MEETINGS WITH ELECTRO-ECONOMY DEMONSTRATIONS

To all System Superintendents and Managers and all Board Members:

Good annual meetings are extremely important in the life and development of every REA co-op. These meetings not only acquaint the members with the financial and physical details of their cooperative business, but give the member an opportunity to ask questions and offer suggestions, to take part in electing the board, and in other ways work for the best interests of the co-op enterprise through the use of his voting power.

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Unfortunately, many systems have experienced difficulty in getting a representative group of members to attend. In many cases, members neglect to attend because they did not find previous annual meetings sufficiently interesting and informative. Sometimes the attendance is so small that a meeting has to be adjourned for lack of a quorum.

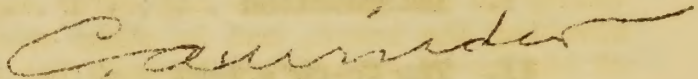
To stimulate member interest in annual meetings, REA has decided to offer special assistance to a limited number of REA co-ops in planning, publicizing and holding an effective annual meeting-- a lively meeting properly balanced as between business, educational features, and entertainment. Touring units will cover different sections of the United States to assist with annual meetings wherever possible as requested by REA co-op boards. A travel itinerary has been made up which will enable each unit to visit a maximum number of co-ops. Some boards will find it necessary to postpone their annual meeting in order to secure this assistance. The Legal Division has ruled that annual meetings may be postponed if the board so desires and passes the necessary resolution.

The business activities will be conducted by the co-op officials and the REA representatives will conduct demonstrations and assist with entertainment features. This booklet outlines the activities, shows the approximate time allotted to each, lists the necessary preparations for a successful meeting, suggests a quick and easy method of registration, and outlines publicity methods for acquainting the members with the program in advance.

The theme of the demonstrations is Food for Freedom through the application of Electro-Economy, which means the use of Power for Production. Demonstrations of equipment, actual construction of homemade devices, the home grinding of wheat and corn for flour, feed grinding, garden watering, and many other electrical uses will be shown. A large truck and trailer will bring the necessary equipment to your community. The Regional Operations representative, the Regional Home Electrification Specialist, your electrification adviser, if you have one employed, and two demonstrators who travel with the truck will present the demonstrations.

The president, with the assistance of other officers, and the superintendent will conduct the business meetings. Short business sessions will alternate with demonstration numbers to maintain member interest.

The following pages explain in detail the preparations for getting out a big attendance and getting the necessary information and materials together for the program.



C. A. Winder, Chief
Cooperatives' Operations Division

FEB 11 '46

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THE CO-OP'S PART

If the annual meeting is to be a success, certain things must be done in advance and a reasonable amount of money must be made available for expenditures necessary to assure the desired result. A careful reading of this booklet by the superintendent and the board will give them a clear understanding of just what is necessary to make the combined Electro-Economy Show and annual meeting of the greatest value to the co-op. The following outline should be specifically followed.

NECESSARY RESOLUTIONS

It will be necessary for the Board to pass resolutions covering the following items if the co-op desires the REA Electro-Economy Show.

1. Postpone the annual meeting to the date when the show can visit your cooperative. (No annual meeting can be set ahead. It may only be postponed.)
2. Appropriate the necessary funds for the regular annual meeting plus the cost of putting on the Electro-Economy Demonstrations. Funds to hold annual meeting depends on the size of the system. The superintendent should use the following figures to estimate the cooperative's cost.

Estimated Annual Meeting Cost for a Cooperative with 1000 Members

a.	10 cents per member for official notices, publicity purposes, and printing	\$100.00
b.	Guarantee fund 2 cents per member (1000 members)	20.00
c.	Hall rental (free hall may be available) . .	30.00
d.	Coffee, paper cups and spoons, sugar, cream for expected members who will bring or buy lunch in town	20.00
e.	Three small door prizes (not necessary) . .	15.00
f.	Four extra clerks to assist in registering and checking members (use all office help before hiring outside help)	10.00

Special Electro-Economy Demonstration Costs

a.	Utility charge for hooking up $7\frac{1}{2}$ kva transformer and supplying current	\$25.00
b.	Labor to set up demonstration equipment	30.00
c.	Supplies, such as corn, wheat, fodder for demonstration (may be borrowed and returned afterwards)	10.00
d.	Lumber, materials, miscellaneous (value of this material will not be lost to the cooperative)	<u>35.00</u>

Estimated total 295.00

Note: A total expenditure for the annual meeting of a thousand member system would approximate \$295.00 or $29\frac{1}{2}$ cents per member. The Electro-Economy part of this total cost is approximately \$100.00 or 10 cents per member. This is a very inexpensive

method of insuring attendance and in addition the members will be well repaid for attending. The cooperative should see an extended use of electrical equipment as a result of the show. Good management can greatly reduce the total cost of the meeting by obtaining the use of a free hall, getting transformer and power at low cost and loan or donation of other equipment.

3. Notify REA of acceptance of the demonstration program. If necessary, postpone annual meeting date to correspond with date the Unit can visit your cooperative.
4. Pass resolution authorizing the necessary funds and adopting the attached program and registration method for this annual meeting.

GUARANTEE FUND APPROPRIATIONS

5. A Guarantee Fund must be established to take care of certain expenses which cannot be allotted to any one cooperative. This method has been used with the now discontinued Farm Equipment Show. It is proposed to extend this method to the Electro-Economy Demonstrations for Annual Meetings. The Southwest Louisiana Electric Membership Cooperative has been designated to handle the Guarantee Fund for the demonstrations. Each cooperative using the demonstrations as a part of their annual meeting will deposit two cents per member with the above cooperative. To expedite the deposits and keep records straight a check payable to the Southwest Louisiana Cooperative should be mailed to Mr. H. B. O'Hara at the REA office, Washington, D. C. immediately upon acceptance of the demonstration by the Board of Trustees. At the close of the year any surplus will be refunded on a pro rata basis to the cooperatives contributing to the Guarantee Fund that year. Necessary papers covering this agreement will be sent immediately upon receipt of the acceptance by the Board. The plan also provides for the wages during lay-over periods, social security, and the insurance protection of the non-Government foreman who will travel with the demonstration unit. These are legal formalities carried out for the protection of all concerned and were successfully employed in the farm equipment show activity. They will now apply to the new demonstration plan.

ADVANCE PREPARATIONS

1. Rent or obtain free use of a hall, gymnasium, church, movie theater, school auditorium, or other building large enough and suitable for housing your expected attendance.
 - a. Prepare for a total attendance of 50 percent of membership.
 - b. Be sure hall will be available for meeting date and time.
 - c. See that building is amply heated if the season makes this desirable.
 - d. See that electric power and lights are available.
 - e. If possible, get basement or upper floor for members to use at lunch time.
 - f. Arrange for extra chairs and tables, etc., if necessary.

- g. A permanent or temporary stage approximately three feet high, eight feet wide, and eighteen feet long is necessary if all are to see and hear the program.
- 2. **Power.** The demonstration requires a $7\frac{1}{2}$ KVA transformer with 110-220 or 115-230 three-wire service at Show distribution panel.
 - a. Show carries transformer for 6900 and 7200 volt primary. If other primary voltage has to be used, arrange to have the utility company hang the transformer and run three weather-proof #4 conductors to panel on our truck.
 - b. The primary fuse switch or transformer should be hung so that it can be connected to the transformer or panel which is permanently mounted on our truck in a safe manner. The truck may be parked anywhere within 100 feet of the meeting-hall stage. The show carries 150 feet of distribution cable which can be run from the distribution panel to the stage passing through a door, window, or over a transom. The Show also carries an outlet cable for use on the stage as well as all electrical equipment to be demonstrated.
 - c. The Show carries a public address system, a 16 millimeter sound movie projector, flood and overhead lights for outside lighting, etc.

3. **Annual Meeting Information and Charts.**

The following charts are samples of visual information that should be presented and explained at the annual meeting in connection with the superintendent's or officers' reports. Such reports are usually tiresome to listen to unless they are brief and the important points are illustrated. (Note to superintendent: For more information on these charts and on annual meeting reports, refer to Operations Memorandum No. 2.12, subject, "Annual Meeting.")

From the figures assembled for the report, a chart of the size shown on the following pages should be carefully and accurately prepared for each type of information to be shown. These, of course, are too small to be seen from the stage at the meeting. The demonstration unit will carry large plywood boards 4 feet by 6 feet in size to which the information to be presented can be easily and quickly transferred from the small working charts prepared in advance by the co-op with its own information. Curves will be shown by $\frac{3}{4}$ inch wide brightly colored ribbons held in place with thumb tacks. The large boards can be used on the stage during the presentation and then hung on the walls for the members' convenient inspection.

3. A permanent or temporary stand approximately three feet high, eight feet wide, and eighteen feet long is needed. It is to be used and bear the program.

4. Power. The demonstration requires a 1/2 KVA transformer with 110-220 or 115-230 three-phase service at 240 volt distribution panel. Show carries transformer for 6000 and 1200 volt primary.

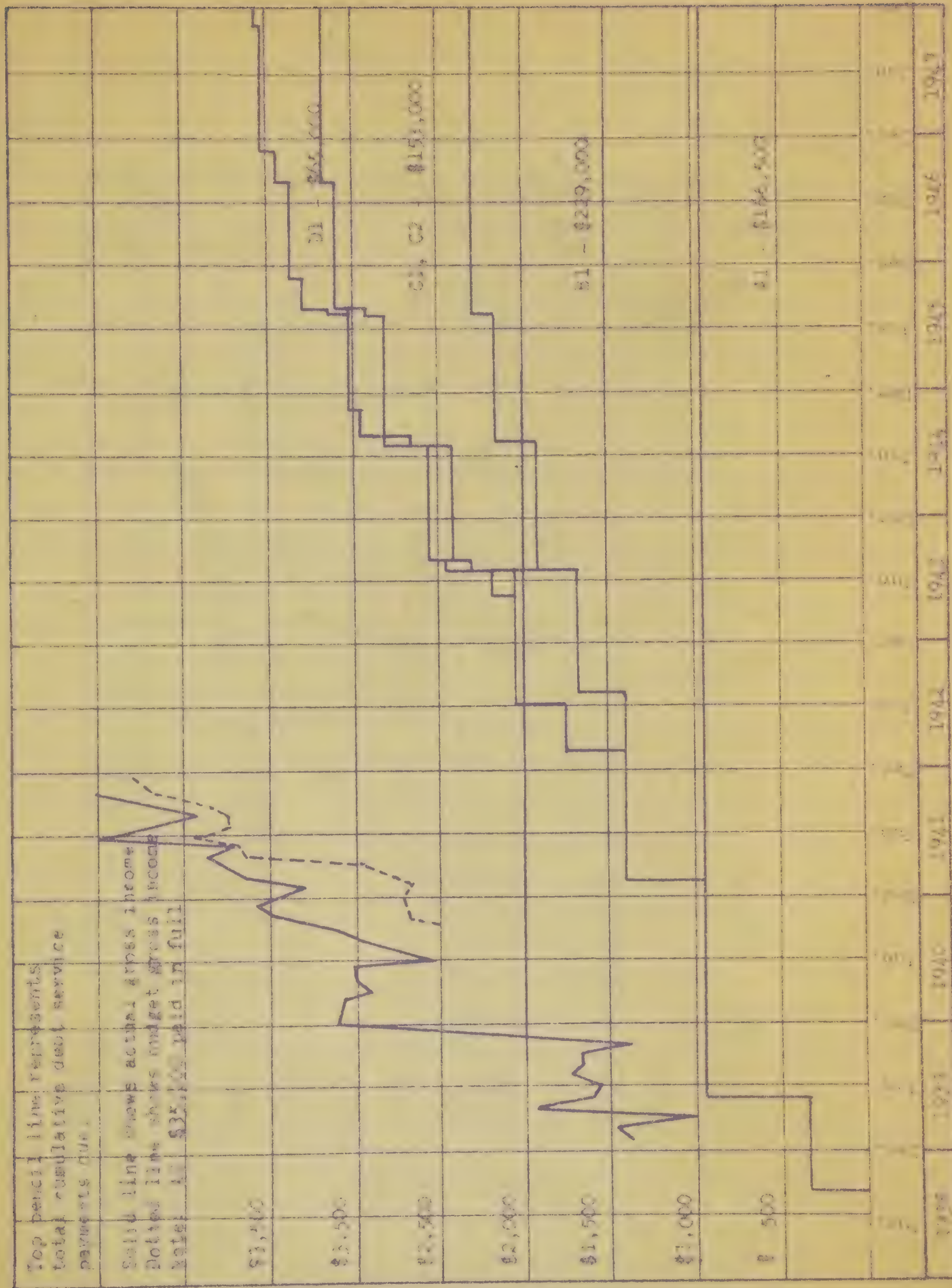
5. If other primary voltage has to be used, arrange to have the utility company bond the transformer and the three weather-proof 1/2 inch conductors to panel on our tank.

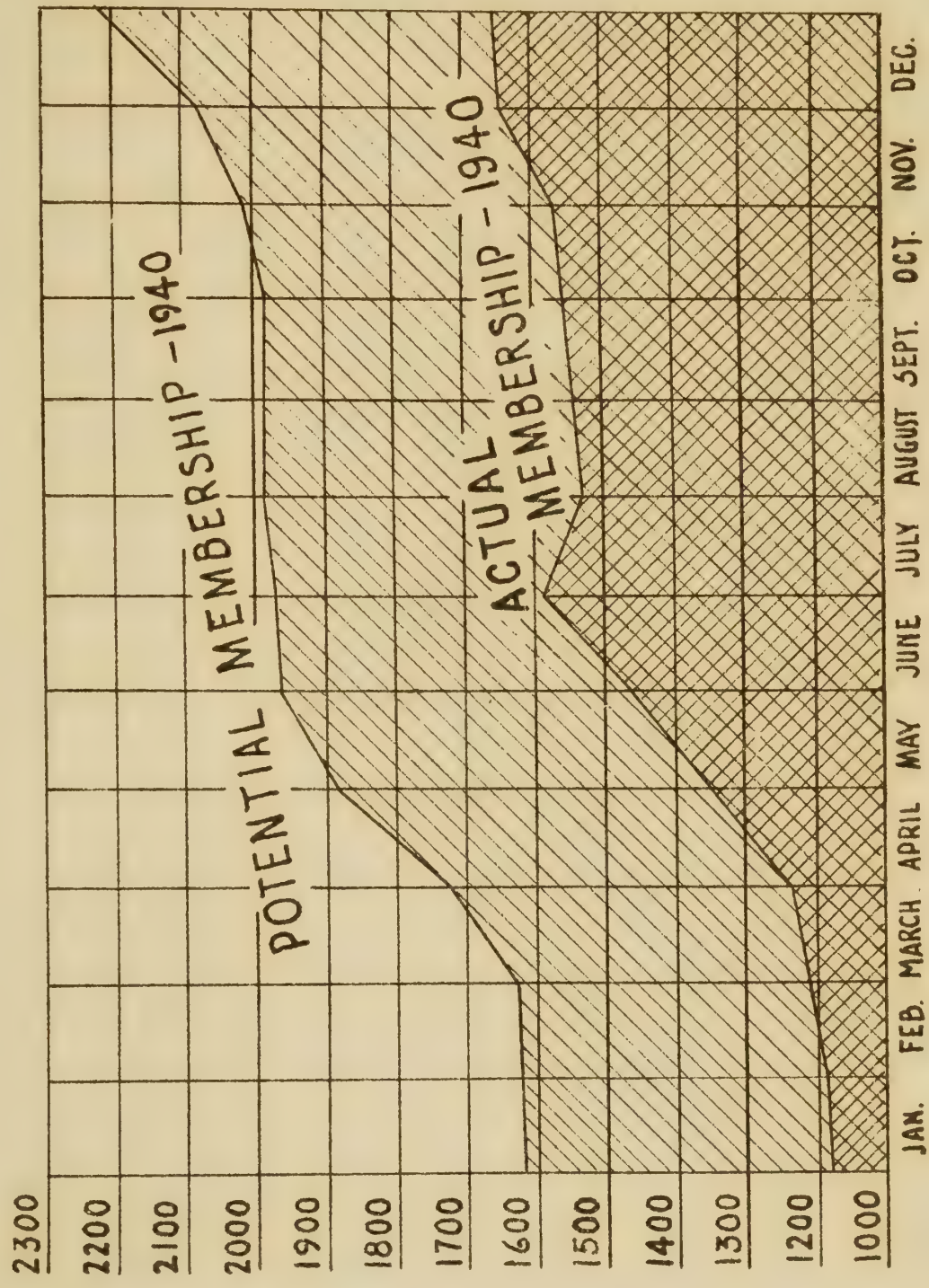
6. The primary three switch or transformer should be used so that it can be connected to the transformer on panel which is presently mounted on our tank as a safe manner. The tank may be parked anywhere within 10 feet of the meeting hall stage. The show carries 100 feet of distribution cable which can be run from the distribution panel to the stage passing through a door, window, or over a balcony. The show also carries 1/2 inch cable for use on the stage as well as all electrical equipment to be demonstrated.

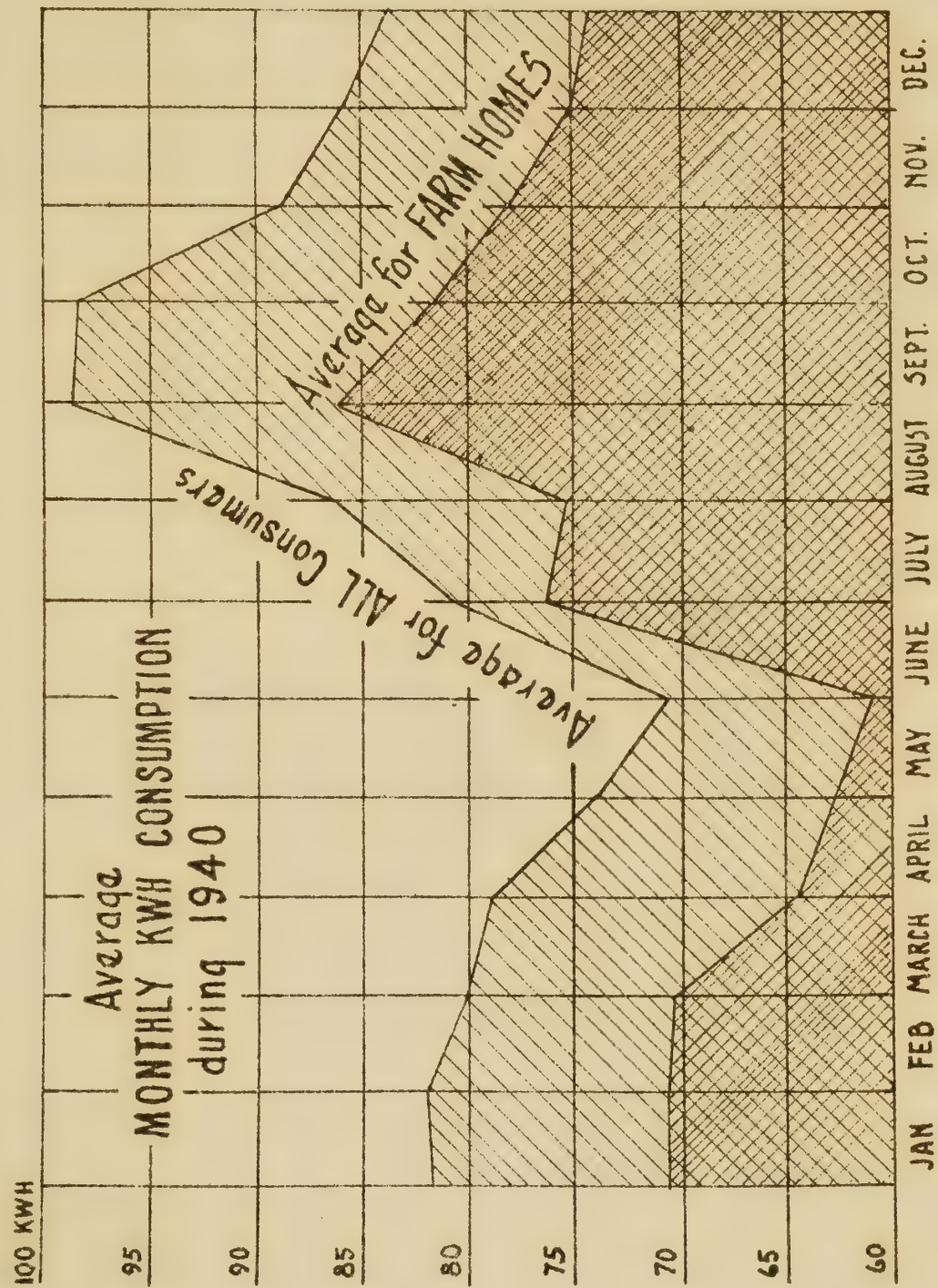
7. The show carries a public address system, 1/2 inch microphone, sound movie projector, light and overhead lights for outside lighting, etc.

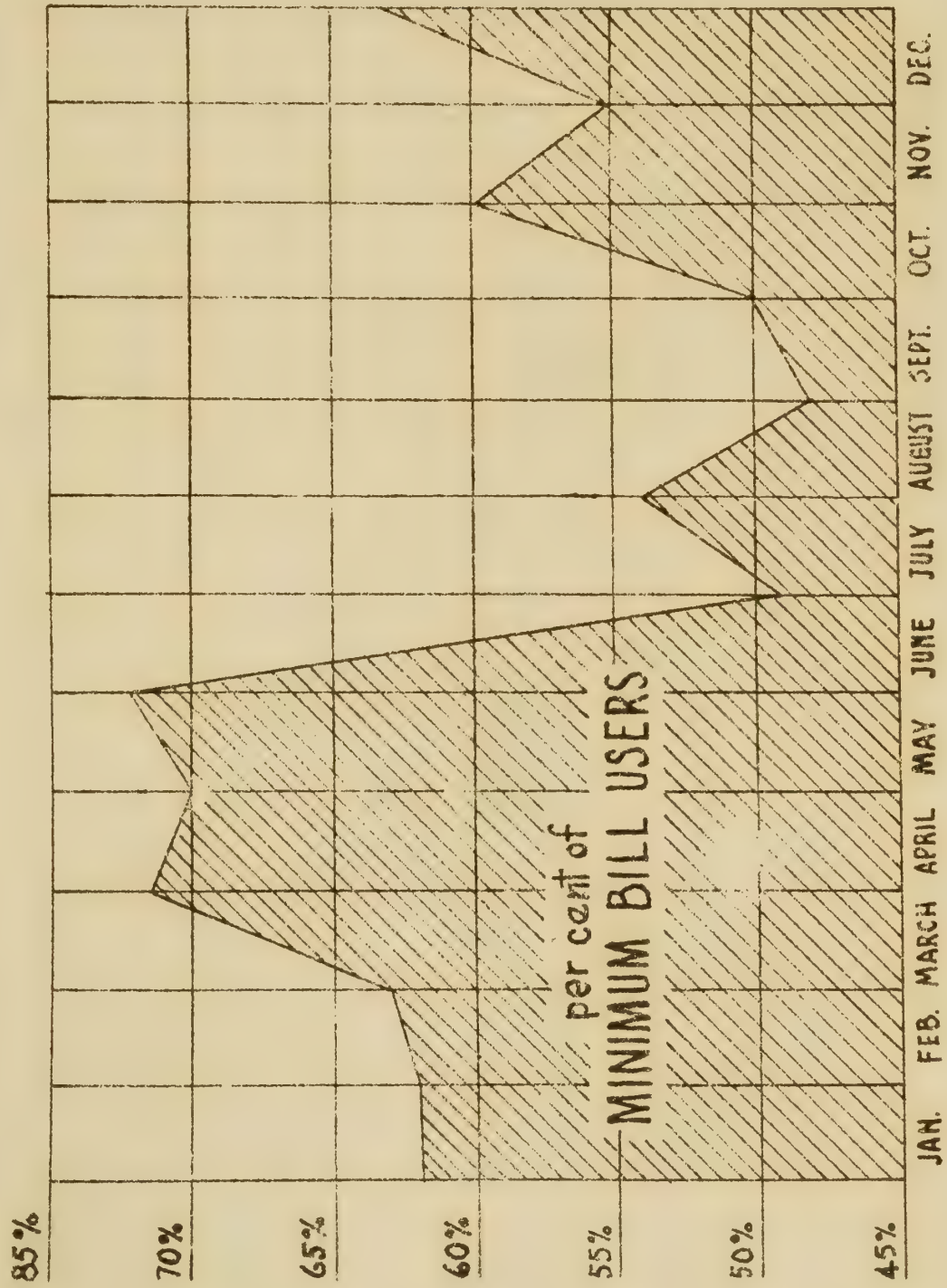
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(Annual Meeting, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 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WISCONSIN 35 FORM 55

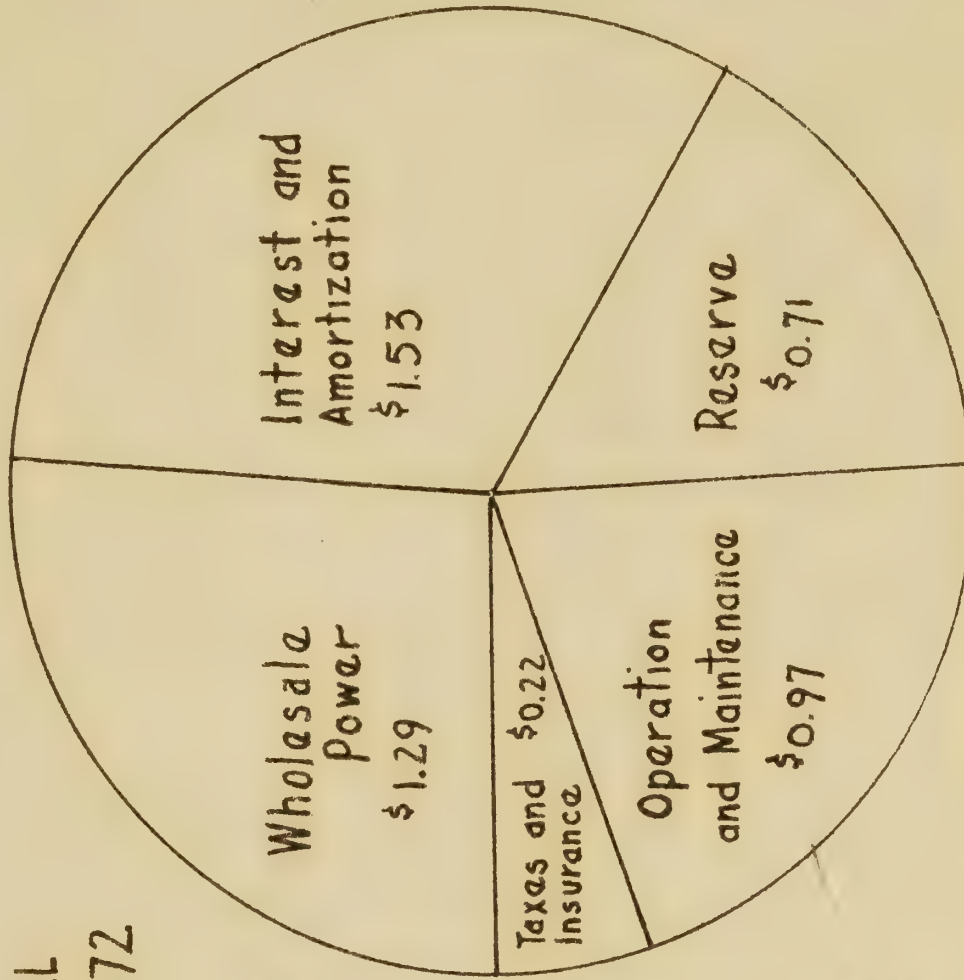








MONTHLY AVERAGE BILL
during 1940 - \$4.72



WHAT THE AVERAGE BILL COVERS

4. Quick Registration and Roll Call.

Registration or roll call at a large meeting takes entirely too long and consumes far too much of the meeting time unless some shortcuts are used. A plan which has proved practical is here outlined. It will save a lot of time and confusion and will get the meeting off to a quick start.

- a. Have registration cards printed or mimeographed for admitting each member. The card should bear the member's name, certified number, or account number. If the latter is used, the card should be mailed to the member together with the notice of the meeting. If the name is to be used, the cards can either be enclosed with the notice, News letter, or mailed separately five or six days before the meeting as an additional reminder. Name and address can be put on the card with your addressing machine. In the latter case, the name on the address side of the card will be the identification. Where proxies are permitted by the bylaws, if a member cannot come to the meeting and wants to give his proxy to another member, he should in addition to making out a regular proxy, sign over his identification card to the proxyholder so that the latter can hand it in at the meeting. This is a sample card where name is to be used:

Annual Meeting Identification Card

(Co-op Name Here)

Date: July 5, 1942 Time 9:45 a.m.--3:30 p.m.

Place: Town and Building

Member Signature _____

Proxyholder's Signature _____
(If proxy is given)

Note: The above ticket must be signed and brought to the meeting by the member or the holder of the proxy form to enable the registrars to quickly check the member or approve the proxy.

- b. Estimate your expected attendance and set up a registration table for each 200 members expected. (Not more than 50 percent of the members can be expected to attend on most systems.) Divide the members equally between the tables. Prepare large signs showing numbers or names each table will check, such as:

1 - 200

or

A to K

Place signs above table and have two people with numbered or alphabetical lists corresponding to numbers or letters above their table to check members and deliver printed ballots and stub pencils, and any other items such as tickets for attendance prices if such are to be given. This will make it easy to determine whether a quorum is present.

This plan will permit members to enter the meeting hall quickly and insure starting the program on time. Since both member's and proxy-holder's signatures are on the identification card, it will be easy to correct any errors that may show up during the checking period. (A few extra cards should be available for members who leave their identification cards at home.)

- c. Have ballots and any other necessary items printed or mimeographed and assembled in books or stapled together, ready for distribution when the member registers. If proxies are permitted, the forms should be sent by mail with the notice of the meeting. Ballots are given out when the members register at the meeting.

MEMBER PARTICIPATION

Members should be made to feel that they have a definite part in all cooperative affairs and particularly in the annual meetings. One of the ways to emphasize this is to have some of the members or their children participate in the program. Find two or three members who have made successful and unusual use of electric power. Get them to agree to tell about it at the meeting in connection with the demonstrations. You should be sure the member understands what you intend to ask him and that he can give a short satisfactory answer. The following questions are suggested:

1. Mr. Smith, what have you found to be the most interesting and useful job for electricity on your farm?
2. Why is that use particularly successful in your opinion?
3. How much per month does it cost you for this one use?
4. What do you estimate as the cash value of this use per month?

In case no member can be found to participate, perhaps the 4-H Clubs, Future Farmers, Vocational Agricultural Students have projects especially for electrical application to agriculture. Get them to answer the above questions or to bring any homemade equipment they may have constructed and display it at the meeting. Only outstanding equipment should be shown, and not too much, as space will probably not be available.

The Show can also use two high school girls and two boys to assist with the demonstrations. No wages will be paid for this assistance as it is not in the nature of employment and the members should not expect pay for cooperative activity. However, there is also need of four husky high school boys to help with the loading and unloading of the truck, and for a girl to assist the Home Specialist

by washing dishes, etc. If no volunteers can be found for these jobs, it may be necessary to pay them by the hour.

MATERIAL SUPPLIES AND EQUIPMENT NECESSARY FOR THE DEMONSTRATIONS

The demonstrations require the following things to carry out the program and to put the meeting over with a bang. It is essential that they be ready and available not one minute later than 8 a. m. the day of the meeting.

LABOR AND ASSISTANTS

1. Electrification Adviser if one is now employed
2 System linemen
2. 4 Local volunteers or laborers at 30 cents to 50 cents per hour to assist in unloading, placing and reloading the demonstration equipment. They will work from 8 a.m. until the truck is reloaded and ready to leave.
3. 2 boys and 2 girls to assist with demonstrations. They should be sons and daughters of members preferably interested in some project group or especially interested in electrical farm applications. It should not be necessary to pay for this.

(Note: A non-Government man will be carried with the Show to supervise the local labor in setting up and taking down the demonstration equipment. He will be an employee of your co-op from the time he leaves the last show until he leaves your co-op with the Show. His wages will be \$15.00 for the two days time--one day driving to the system and the day of the meeting.)

ELECTRICAL SERVICE

The Show carries a $7\frac{1}{2}$ KVA transformer for 6900 and 7200 volt primaries. If this primary voltage is not available the cooperative must get the utility to supply a $7\frac{1}{2}$ KVA transformer at the building and to supply 115-230 volt three-wire service to our distribution panel. At least #4 weather-proof conductors must be used on the secondary.

POWER DISTRIBUTION

The Show carries its own distribution cable, flood lighting equipment, stage outlet cable, distribution panel, motors, and meter to show current consumed by the demonstration. We cannot light the building.

It should be possible to park the REA truck with transformer and distribution panel within 100 feet of the meeting hall stage. The truck can be parked in an alley or along the side of the building. There should be a pole with a crossarm and a fused cutout approximately 12 feet from the ground. If necessary a stub extension should be made with a pole and assembly as indicated on the last page of this book.

GRAIN, EAR CORN AND FODDER

1. One peck of clean wheat for flour grinding demonstration.
2. Either five bushels of ear corn or sorghum grain heads.
3. One bushel of shelled corn or other small grain.
4. One-half bushel of oats.
5. Thirty bundles corn or sorghum fodder in the States of Iowa, Minnesota, North and South Dakota, Montana, Wyoming, and Kansas, for ensilage cutter demonstration.

LUMBER, HARDWARE, ELECTRICAL FIXTURES FOR CONSTRUCTING HOMEMADE EQUIPMENT

1. Lumber, Nails, Screws
 - a. 3 pieces 2" x 4" x 12' S.4 S. pine
 - b. 3 " 1" x 12" x 12' S. 4 S. "
 - c. 3 pieces 4' x 8' of 1/4" plywood (good one side)
 - d. 2 " 2" x 2" x 12' S.4 S. pine
 - e. 4 " 1" x 1" x 12' S.4 S. "
 - f. 3 pieces 2" x 12" x 12' S.4 S. pine
 - g. 3 " 1" x 4" x 12' S. 4 S. pine
 - h. 1 " 2" x 6" x 12' S. 4 S. pine
 - i. 1 " 1" x 6" x 12' S. 4 S. pine

Total 200 bd. ft.

HARDWARE

- a. 1 piece 1/2" hardware cloth 20" x 60" for Northern and Middle Western States only for this item.
- b. 2 boxes 1/2" staples
- c. 2 lbs. 10 d. nails
- d. 2 lbs. 8 d. nails
- e. 2 lbs. 6 d. nails
- f. 2 boxes 1 1/2" - #8 woodscrews
- g. 1 piece 1/2" hardware cloth 18" x 18"
- h. 1 box 3/4" - #6 woodscrews
- i. 15 ft. of 3/4" galvanized pipe
- j. 3 - 3/4" galvanized pipe T's
- k. 3 - 3/4" to 1/2" reducers
- l. 3 - 1/2" close nipples
- m. 3 - 3/4" brass hose spuds
- n. 3 Hammer type garden sprinklers (Can be secured from Nelson Mfg., Co., Peoria, Ill., Order No. 20 Rain-bird 3/16" nozzle.

ELECTRICAL FIXTURES

- a. 2 Wafer type snap action thermostats
(National Electric Appliance Co., Cleveland, Ohio or Lyons Rural Electric Co., Greensboro, N. C. or San Diego, California.)
- b. 1 Thermostat with outside manual control (G.E. or Westinghouse)
- c. 60 ft. soil heating cable (G.E. or Westinghouse)
(lead sheathed)

- d. 6 ft. insulated ground wire
- e. 1 Weatherproof outlet
- f. 1 " 2-wire plug
- g. 1 - 14" RLM Reflector
- h. 8 - 100 watt lamps
- i. 1 Weatherproof socket
- j. 3 - 10 ft. rubber covered extension cords (heavy duty)
- k. 1 Brooder type thermometer
- l. 6 Porcelain or bakelite sockets (obtain sockets with closed terminals)
- m. 8 pairs two-wire cleats for #10 wire
- n. 50 ft. two-wire #12 non-metallic sheathed cable or 100 ft. single wire #10 weatherproof conductor

NOTE: The above materials will be used to construct pig and chicken brooders, stock tank heater, hotbed and garden water sprinklers, and to conduct demonstrations. The equipment will be left with the cooperative for demonstration purposes on members' farms or for sale to members.

GENERAL INFORMATION

LOCATION

The location should be as near the center of co-op population as possible. It should be on an all-weather road, easily reached and well known. REA power should be available if possible, as this will make it a 100 percent cooperative affair. However, a suitable meeting place is absolutely necessary regardless of a centralized location or the source of power. The building should have a raised stage, ample seating capacity for the expected membership attendance, and it is essential that the building be adequately heated. If necessary, the meeting may be in a town hall, American Legion hall, rural church, schoolhouse auditorium or gymnasium, co-op building, community center, movie theater, or any building ordinarily used for large meetings.

EXHIBITS

Since the Electro-Economy Demonstrations are complete, dealer and manufacturers exhibits are not recommended as a part of this activity. Activities other than those outlined herein tend to disturb the regular business meeting or the educational features of the program. Keep this a cooperative meeting for members only. A government truck and trailer and crew of trained demonstrators will bring adequate equipment for the day's program.

INSIDE EXHIBITS

Several homemade and manufactured appliances are carried with the demonstration unit to form a complete exhibit and for use on the program. For convenience this material will be shown either on the display trailer carried with the unit or in the building. If the building has a large entrance hall, much of this equipment will be placed there for inspection by the members before the business sessions or demonstrations. If there is a small entrance hall it could not be used. If there is no lobby some space should

be provided for displaying equipment at the rear of the hall or along the sides. Demonstrations will be given from the stage so all can see and hear.

PARKING

It is necessary to have adequate parking space. City officials will usually clear streets for the occasion and furnish traffic policemen, or it may be necessary to utilize vacant lots if snow or rain will not interfere. Make definite plans to handle this problem.

SIGNS AND MARKERS

It is always worthwhile to erect signs or banners at the meeting site several weeks ahead of the meeting date. The sign can be placed on the parking or if a banner is used, hang it over the street. If the town is large or the building hard to find or not well known, have road signs made and put up the day before the meeting. Make the signs at least three feet long and eight inches wide with six-inch letters. They should point the way.

LUNCH

Members should be encouraged to bring their lunches. The cooperative can supply coffee and doughnuts or cookies made from whole wheat flour ground at the meeting, which is included as a part of the demonstrations. Be sure serving tables are provided and a committee of cooperative members appointed and on hand to make and serve the coffee. Paper cups and spoons, napkins, cream, and sugar, must be provided by the cooperative. A special place should be provided for lunch other than the meeting room. Use the basement, an upper floor, or another building if necessary. Tables and chairs for the comfort of members should be provided without making it necessary to remove chairs from the business room or auditorium.

WORK ROOM

If possible, a work room should be provided for the Home Electrification Specialist's demonstration preparations. She should have an entrance concealed from the auditorium, running water, sink, light and power and heat for her comfort and convenience. She will bake the whole wheat flour cookies for lunch during the morning business meeting.

HIGH SCHOOL AND YOUTH CLUB DEMONSTRATIONS

Whenever possible the Electro-Economy Demonstration personnel and equipment will be available for high schools who may wish to have a demonstration program. The movie "Power and the Land" can always be shown in the high school auditorium any time after 10:30 a.m. at the school's convenience. In addition, the demonstration trailer can be taken to the school for a short demonstration before special student groups interested in the application of electricity to the farm. Such programs should occur from 10:00 to 12:00 a.m. as the afternoons will be taken up by the meeting demonstrations.

TENTATIVE ANNUAL MEETING PROGRAM
(with Electro-Economy Demonstration)

<u>When</u>	<u>What</u>	<u>Who</u>
*9:45 a.m.	Showing of sound film -- Power and the Land	REA Repr.
*10:20 a.m.	Roll call (announcing quorum present) and reading notice of meeting	Sec'y. & Pres.
10:25 a.m.	Reading and approval of minutes of previous meeting	Sec'y.
10:30 a.m.	Introduction of Trustees and Manager	Pres.
10:35 a.m.	Report of Board of Trustees	Pres.
10:45 a.m.	Report of Treasurer (uses big charts)	Treas.
10:55 a.m.	Introduction of employees	Mgr.
11:00 a.m.	Report of Manager (uses charts and other visual aids)	Mgr.
11:20 a.m.	Discussion of reports	Members
11:30 a.m.	Introduction of special visitors	Pres. or Mgr.
11:35 a.m.	Talk on Cooperation	REA Repr. or Local Educator or Co-op Leader
11:55 a.m.	Elections -- Report of Nominating Committee and introduction of nominees	Comm. Chmn.
12:05 a.m.	Elections -- Nominations from floor and introduction of nominees	Members & Pres.
12:15 p.m.	Elections -- Balloting	Members
12:25 p.m.	Announcements	Pres.
*12:30 p.m.	Lunch	
* 1:00 p.m.	Electro-Economy demonstration -- home flour milling, etc.	Field Home Elect. Specialist
1:30 p.m.	Various committee reports	Comm. Chmn.
1:45 p.m.	Other Old Business; questions and discussion concerning any reports	Pres., Mgr. and Members
*2:00 p.m.	New Business -- Amendment of bylaws, etc.	Members, Pres. Mgr., etc.
2:30 p.m.	Report of elections; introduction of new board	Pres.
2:35 p.m.	Announcements	Pres.
*2:40 p.m.	Electro-Economy Applications -- Demonstration of REA Equipment	REA Repr.
3:15 p.m.	Power for Profit (Con't.) -- Explanation of equipment used by members	Members
3:30 p.m.	Closing remarks and adjournment	Pres.

NOTE: Detailed time schedule is for planning your program. Do not use it except for morning and afternoon starting and stopping time in the printed program.

* Indicates the time that should appear on the printed program for member distribution.

GETTING OUT THE MEMBERS

A representative of the REA will visit at the system's office about 5 or 6 weeks in advance of the Annual Meeting date. He will discuss with the superintendent, electrification advisor and others, methods of increasing the attendance at the Annual Meeting and Electro-Economy Show.

WEEKLY NEWS STORIES

The systems will receive 4 weekly news stories from REA, scheduled to reach the cooperative office in ample time for mailing each week. Blanks have been left in the stories for inserting Annual Meeting date and other information. The superintendent should be careful to check the material in these releases to make sure that it fits the local situation. He should add local material when possible. These stories should be retyped and mailed by the cooperative the Saturday previous to the release date, the following Wednesday or Thursday.

INVITATIONS TO MEMBERS

Two invitation letters are suggested. These will be mailed with news stories in time for their use.

1. A letter of invitation, signed by the President of the Board should be mailed to reach the members the THIRD weekend before the Annual Meeting.
2. A second invitation, signed by the superintendent, should be mailed to reach the membership the weekend before the Annual Meeting.

The invitation with a mailing date near that of your own newsletter may be included (and should be) as a part of it. Samples of such newsletters will be sent by REA.

REA INVITATION TO MEMBERS

The Administrator will address a letter to the membership of your system. Copies of this letter may be made available to the entire membership through the system newsletter, your local newspapers, over the radio, and at system meetings, or you may reproduce it in your office and mail copies directly to the membership. It will reach you in time to be mailed or published the SECOND week-end before the Annual Meeting and Electro-Economy Show.

NEWSLETTER

Just as soon as you know that the REA Electro-Economy Show will be at your Annual Meeting, start telling the membership about it in their newsletter. REA is sending you some suggestions. You may want to devote almost one full issue to the Annual Meeting, and it may take the place of one of the invitation letters, which should be a part of the issue. If you do not have a newsletter for your membership, the Annual Meeting offers an excellent opportunity to start one. The Information Division of REA in Washington will be glad to help.

RADIO CONTACTS

Frequently time can be obtained from local radio stations for calling attention to the Annual Meeting and Electro-Economy Show. We do not recommend that radio time be purchased. However, where early morning programs, market reports, farm and home hours exist, or where Extension Service agents or REA Co-op personnel have radio programs, it is possible to get free time. The local Extension Agents can help. This may be just a short "spot" announcement or may run for 15 minutes or even a half-hour as an interview. A radio script is a part of the kit furnished each superintendent. All of this is designed for use during the 3 or 4 days preceding the Annual Meeting. Please fill in and localize as extensively as possible. More complete aid may be obtained by writing REA in Washington.

VOCATIONAL CLASSES AND 4-H CLUBS

If a special show, as suggested elsewhere, is arranged, be sure to extend a personal invitation to all vocational teachers and 4-H Club leaders in the system area. Frequently some of the Cooperative's board members are also members of the School Boards; through them it is possible to get the use of school buses. They may also work on contacts with the county school superintendent to declare an REA holiday for the children of members and interested classes.

SIGNS

RUBBER STAMP AND WINDOW CARD

The design for the rubber stamp on the left below should be made up for your Annual Meeting and Electro-Economy Show. It should be 1 x 3 inches so it will fit on envelope and postal cards. Just trace or cut out this design, insert the name of your system and the date and meeting place and your office supplies man can make you one for something like \$2.50.

NAME OF COOPERATIVE
ANNUAL MEETING
AND REA
ELECTRO-ECONOMY SHOW
DATE -- PLACE --

3"

NAME OF
COOPERATIVE
ANNUAL MEETING
AND REA
ELECTRO-ECONOMY
SHOW
HERE · SEPTEMBER 20

On the right above is a design which you may want to use as a window card, lawn marker, or office notice. No size is given, but it can be made to fit any space you have. Your local sign painter can help, and it will not cost much. On wood with waterproof paint it would make a good lawn marker.

MEETING PLACE MARKER

Below is a marker for the meeting place. It is designed as a street banner 2 x 10 feet. It should be on cloth and strung on fairly stout rope. If you want to pep it up, use red letters for the cooperative's name and the Annual Meeting, as well as the date. Of course, it should be a double sign, read easily from both directions. Hang it at the meeting place or add the name of the place where the meeting is to be held with a directing arrow.

NAME OF COOPERATIVE HERE	ANNUAL MEETING & REA ELECTRO-ECONOMY SHOW HERE DATE --
-----------------------------------	--

A5 Dead end

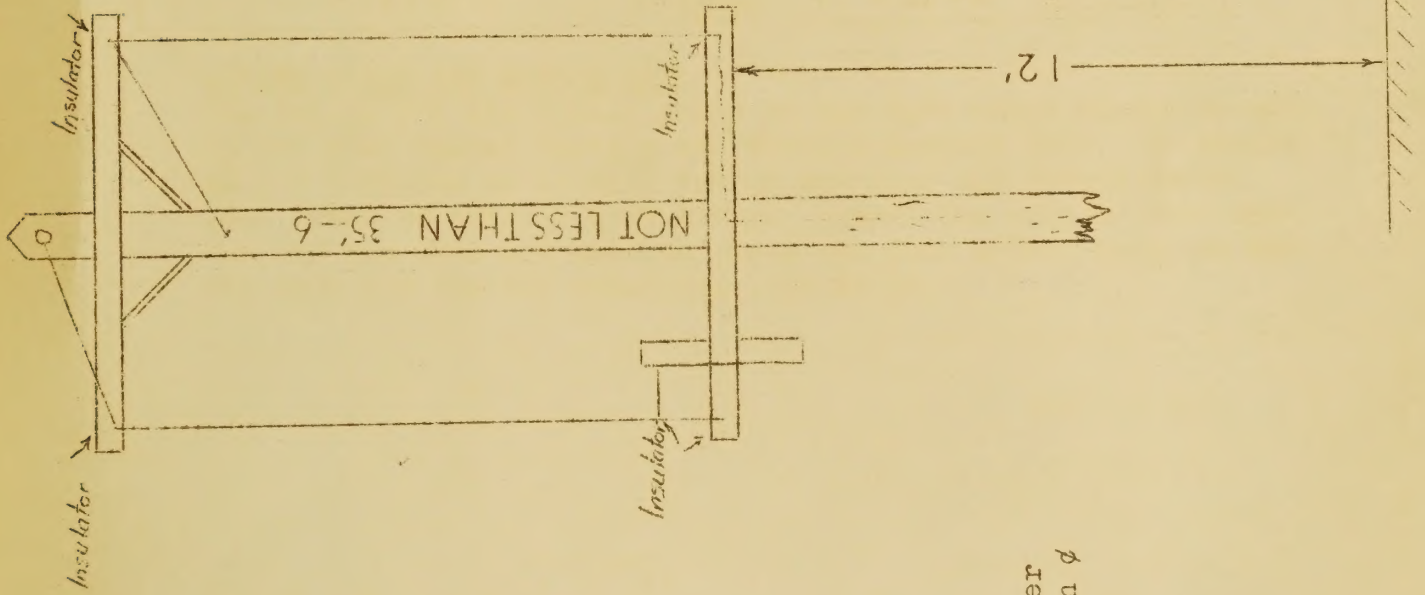
Place single arm 18" below top hole and parallel to three mid-way poles B,C,D

SUB STATION

DEAD END

S.S. fuse-cutout mounted on 7 foot crossarm placed parallel to top arm

Transformer truck with one 7½ KVA CSP's will set directly under fuse cutout
5 foot offset from center line to place trailer on ϕ



HARDWARE

- 1--358-6 pole *
- 2--Standard 7 foot crossarms with necessary thru bolts & braces
- 1--set of insulator bells
- 1--Neutral dead end assembly
- 4--6900V crossarm pins and insulators
- 1--S.S. fuse cutout supply 10-amp fuse links
- 1--Guy assembly**

Necessary #6 W.P. and #6 S.D. Cu.
Also supply two 8-foot Cwld. ground rods to be set on arrival

Use 35'-6 poles when possible

Guy pole if last span is over 200 feet

Note: Place lower cross arm to comply with National 1 Electric Safety Code. A light fence is carried with the substation to protect and keep people away from the transformer and distribution panel.

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THE
LIBRARY OF THE
MUSEUM OF NATURAL HISTORY
AND
ZOOLOGY
OF THE
SMITHSONIAN INSTITUTION
WASHINGTON, D.C.

1. The first part of the book is a general introduction to the study of the history of the world, and is divided into two main sections: the first section deals with the history of the world from the beginning of time to the present, and the second section deals with the history of the world from the present to the future.

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U.S. Rural electrification admin.
REA electro-economy show for
annual meetings of REA coopera-
tives. The cooperatives' part.
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